| Approved by: Rebecca R. Hunter, Commissioner | Policy Number: 12-016 (Rev. 6/14) |
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| Signature: Rébecca & Hunter | Supersedes: 12-016 (Rev. 8/13), 12-016, 12-040 |
| Application: Executive Branch Agencies, Human | |
| Resource Officers | Effective Date: June 1, 2014 |
| Authority: T.C.A. § 4-3-1703, T.C.A. § 8-30-104, | |
| T.C.A. § 8-30-312 | Rule: Chapter 1120-02 |

Subject:

Transfers and Effective Dates

An appointing authority may at any time assign an employee from one position to another position in the same job classification or rank within the same department. Upon making such assignment, the appointing authority shall give written notice of such action to include the reasons for such action and that the employee possesses the knowledge, skills, abilities, and competencies necessary for the new position to the Department of Human Resources.

An employee may be transferred from a position in one agency to a position in the same job classification in another agency based upon the recommendation of the appointing authorities of both agencies and advanced approval of the Commissioner of the Department of Human Resources.

The Commissioner shall have authority to approve a request from an appointing authority to transfer for any reason deemed to be for the good of the service, provided that such transfers shall not be reviewable by the Board of Appeals or the courts, except as provided by Tenn. Code Ann. § 8-30-318.

Involuntary transfers of more than fifty (50) miles must be approved in advance by the Commissioner. An employee who voluntarily transfers more than fifty (50) miles shall complete a transfer request, which may be obtained from agency human resources staff. The transfer request must be approved by the Department.

Effective Date for Employee Transfers between Agencies

Employees seeking to transfer to another state agency must be allowed to transfer within a reasonable period of time, which should be no more than thirty (30) calendar days. If extenuating circumstances arise, such as high priority projects involving an employee who is scheduled to transfer, the human resource officers in the affected agencies must negotiate a transfer date that is acceptable to the employee and the new agency. If a reasonable transfer date cannot be negotiated at that level, the appointing authorities from the affected agencies should agree upon a mutually acceptable transfer date. Typically, the effective date for a transfer should be Sunday. An employee should not be permanently denied the opportunity to transfer to another agency.

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| DOHR Policy: | 6/14) | |

Questions regarding this policy may be directed to the Technical Services Division or the Employee Relations Division.

 $\underline{\text{Mission}} - \text{providing Human Resources leadership through people, for people.}$